Getting
Started with Windows 2000

Objectives

► **Start Windows and view the Active Desktop**
► **Use the mouse**
► **Start a program**
► **Move and resize windows**
► **Use menus, keyboard shortcuts, and toolbars**
► **Use dialog boxes**
► **Use scroll bars**
► **Use Windows Help**
► **Close a program and shut down Windows**

Microsoft Windows 2000 is an **operating system**, a computer **program**, or set of instructions, that controls how the computer carries out basic tasks such as displaying information on your computer screen and running programs. Windows 2000 helps you save and organize the results of your work as **files**, which are electronic collections of data. Windows 2000 also coordinates the flow of information among the programs, printers, storage devices, and other components of your computer system, as well as among other computers on a network. When you work with Windows 2000, you will notice many **icons**, small pictures intended to be meaningful symbols of the items they represent. You will also notice rectangular-shaped work areas known as **windows**, thus the name of the operating system. These icons, windows, and various other words and symbols create what is referred to as a **graphical user interface** (**GUI**, pronounced "gooey"), through which you interact with the computer. ✎ This unit introduces you to basic skills that you can use in all Windows programs.

Starting Windows and Viewing the Active Desktop

When you turn on your computer, Windows 2000 automatically starts and the Active Desktop appears. The **Active Desktop**, shown in Figure A-1, is where you organize all the information and tools you need to accomplish your computer tasks. You can access, store, share, and explore information seamlessly, whether it resides on your computer, a network, or the **Internet**, a worldwide collection of over 40 million computers linked together to share information. The desktop is called "active" because it offers an interactive link between your computer and the Internet, so that Internet content displayed on your desktop, such as stock prices or weather information, is always up to date. When you start Windows for the first time, the desktop appears with the **default** settings, those preset by the operating system. For example, the default color of the desktop is blue. If any of the default settings have been changed on your computer, your desktop will look different than the one in the figures, but you should be able to locate all the items you need. The bar at the bottom of your screen is called the **taskbar**, which shows what programs are currently running. You use the Start menu, accessed by clicking the **Start button** at the left end of the taskbar, to perform such tasks as starting programs, finding and opening files, and accessing Windows Help. The **Quick Launch toolbar** is next to the Start button; it contains several buttons you can click to start Internet-related programs quickly, and another that you can click to show the desktop when it is not currently visible. Table A-1 identifies the icons and other elements you see on your desktop. If Windows 2000 is not currently running, follow the steps below to start it now.

Steps 1 2 3 4

Trouble?

If you don't know your password, see your instructor or technical support person.

1. Turn on your computer and monitor

You might see a "Please select the operating system to start" prompt. Don't worry about selecting one of the options; Microsoft Windows 2000 Professional automatically starts after 30 seconds. When Windows starts and the desktop appears, you may see a Log On to Windows dialog box. If so, continue to Step 2. If not, view Figure A-1, then continue on to the next lesson.

Trouble?

If the Getting Started with Windows 2000 dialog box opens, move your mouse pointer over the Exit button in the lower-right corner of the dialog box and press the left mouse button once to close the dialog box.

**2.** Enter the correct user name, type your password, then press **[Enter]**

Once the password is accepted, the Windows desktop appears on your screen. See Figure A-1.

CLUES TO USE

Accessing the Internet from the Active Desktop

Windows 2000 provides a seamless connection between your desktop and the Internet with Internet Explorer. Internet Explorer is an example of a **browser,** a program designed to access the **World Wide Web** (also known as the **WWW,** or simply the **Web**). Internet Explorer is integrated with the Windows 2000 operating system. You can access it by clicking its icon on the desktop or on the Quick Launch toolbar. You can access Web pages, and place Web content such as weather or stock updates on the desktop for instant viewing. This information is updated automatically whenever you connect to the Internet, making your desktop truly active. You can also communicate electronically with other Internet users, using the Windows e-mail and newsreader program, Outlook Express.

FIGURE A-1: Windows Active Desktop

Icons (yours might be different)

Start button

Taskbar

Quick Launch toolbar
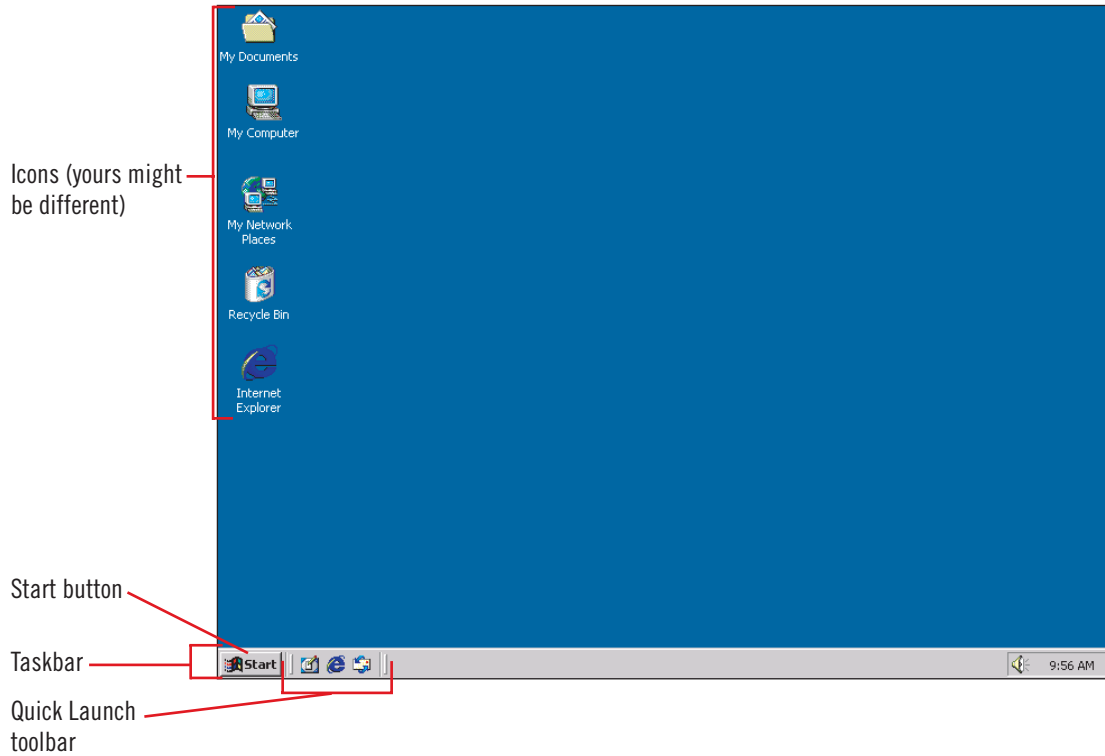
TABLE A-1: Elements of the Windows desktop

desktop element	icon	allows you to
My Documents folder		Store programs, documents, graphics, or other files
My Computer		Work with different disk drives and printers on your computer
My Network Places		Open files and folders on other computers and install network printers
Recycle Bin		Delete and restore files
Internet Explorer		Start Internet Explorer to access the Internet
Connect to the Internet		Set up Internet access
Start button	Start	Start programs, open documents, search for files, and more
Taskbar		Start programs and switch among open programs
Quick Launch toolbar		Start Internet Explorer, start Outlook Express, and display the desktop

Using the Mouse

A **mouse** is a hand-held **input or pointing device** that you use to interact with your computer. Input or pointing devices come in many shapes and sizes; some, like a mouse, are directly attached to your computer with a cable; others function like a TV remote control and allow you to access your computer without being right next to it. Figure A-2 shows examples of common pointing devices. Because the most common pointing device is a mouse, this book uses that term. If you are using a different pointing device, substitute that device whenever you see the term "mouse." When you move the mouse, the **mouse pointer** on the screen moves in the same direction. The **mouse buttons** are used to select icons and commands, which is how you communicate with the computer. Table A-2 shows some common mouse pointer shapes that indicate different activities. Table A-3 lists the five basic mouse actions. Begin by experimenting with the mouse now.

Steps 1 2 3 4

1. Locate the mouse pointer on the desktop, then move the mouse across your desk or mousepad

   Watch how the mouse pointer moves on the desktop in response to your movements; practice moving the mouse pointer in circles, then back and forth in straight lines.

2. Position the mouse pointer over the **My Computer icon**

   Positioning the mouse pointer over an item is called **pointing**.

3. With the pointer over the My Computer icon, press and release the **left mouse button**

   Pressing and releasing the left mouse button is called **clicking** (or single-clicking, to distinguish it from double-clicking, which you'll do in Step 7). When you position the mouse pointer over an icon or any item and click, you select that item. When an item is **selected**, it is **highlighted** (shaded differently from other items), and the next action you take will be performed on that item.

4. With the My computer icon selected, press and hold down the **left mouse button**, then move the mouse down and to the right and release the mouse button

   The icon becomes dimmed and moves with the mouse pointer; this is called **dragging**, which you do to move icons and other Windows elements. When you release the mouse button, the item is positioned at the new location.

5. Position the mouse pointer over the **My Computer icon**, then press and release the **right mouse button**

   Clicking the right mouse button is known as **right-clicking**. Right-clicking an item on the desktop produces a **pop-up menu**, as shown in Figure A-3. This menu lists the commands most commonly used for the item you have clicked. A **command** is a directive that provides access to a program's features.

6. Click anywhere outside the menu to close the pop-up menu

7. Position the mouse pointer over the **My Computer icon**, then quickly press and release the **left mouse button** twice

   Clicking the mouse button twice quickly is known as **double-clicking**, which, in this case, opens the My Computer window. The **My Computer** window contains additional icons that represent the drives and system components that are installed on your computer.

8. Click the **Close button** ⊠ in the upper-right corner of the My Computer window

TABLE A-2: Common mouse pointer shapes

shape	used to
▷	Select items, choose commands, start programs, and work in programs
I	Position mouse pointer for editing or inserting text; called the insertion point
⧖	Indicate Windows is busy processing a command
↔	Change the size of a window; appears when mouse pointer is on the border of a window
◐	Select and open Web-based data

FIGURE A-2: Common pointing devices

Trackball

Trackpoint

Right mouse button

Left mouse button

Intellimouse

Mouse

FIGURE A-3: Displaying a pop-up menu

Selected icon

Pop-up menu

CLUES TO USE

More about the mouse: Classic style and Internet style

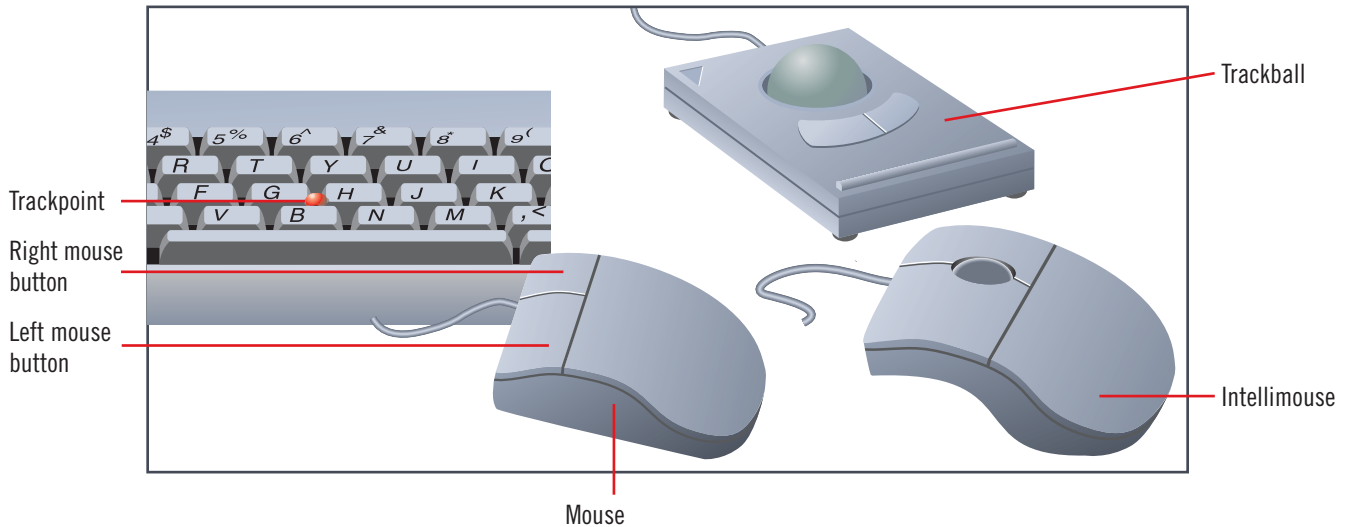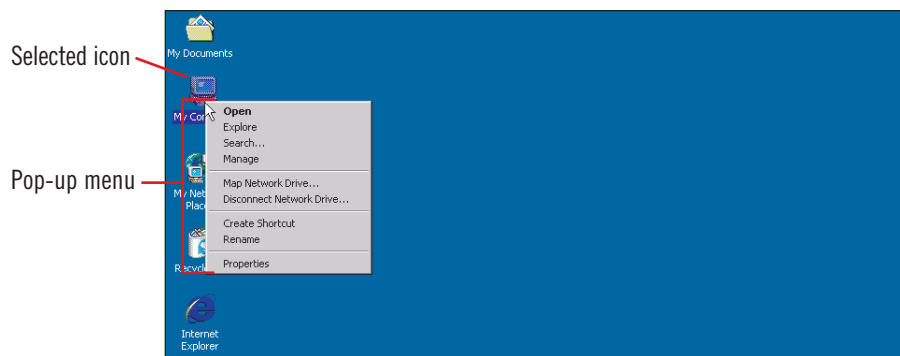Because Windows 2000 integrates the use of the Internet with its other functions, it allows you to extend the way you click in a Web browser program on the Internet to the way you click in other computer programs. With the default Windows 2000 settings, you click an item to select it and double-click an item to open it. In a Web browser program, however, you point to an item to select it and single-click to open it. Windows 2000 gives you two choices for clicking: with the **Classic style**, you double-click to open items, and with the **Internet style**, you single-click to open items. To switch between styles, double-click the My Computer Icon (or click if you are currently using the Internet style), click Tools on the menu bar, click Folder Options, click the General tab if necessary, click the Single-click to Open an Item option or the Double-click to Open an Item option in the Click items as follows section, and then click OK.

TABLE A-3: Basic mouse techniques

technique	what to do
Pointing	Move the mouse to position the mouse pointer over an item on the desktop
Clicking	Press and release the left mouse button
Double-clicking	Press and release the left mouse button twice quickly
Dragging	Point to an item, press and hold the left mouse button, move the mouse to a new location, then release the mouse button
Right-clicking	Point to an item, then press and release the right mouse button

Starting a Program

Clicking the Start button on the taskbar opens the Start menu, which lists submenus for a variety of tasks described in Table A-4. As you become familiar with Windows, you might want to customize the Start menu to include additional items that you use most often. Windows 2000 comes with several built-in programs, called **accessories**. Although not as feature-rich as many programs sold separately, Windows accessories are useful for completing basic tasks. ✐ In this lesson, you start a Windows accessory called **WordPad**, which is a word-processing program you can use to create and edit simple documents.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar
The Start menu opens.

2. Point to **Programs**
The Programs submenu opens, listing the programs and categories for programs installed on your computer. WordPad is in the category called Accessories.

3. Point to **Accessories**
The Accessories menu, shown in Figure A-4, contains several programs to help you complete common tasks. You want to start WordPad. If you do not see WordPad, rest the mouse pointer over the double arrows at the bottom of Programs submenu and wait. The full menu will open after a few seconds.

4. Click **WordPad**
WordPad opens with a blank document window open, as shown in Figure A-5. Don't worry if your window does not fill the screen; you'll learn how to maximize it in the next lesson. Note that a **program button** appears on the taskbar and is highlighted, indicating that WordPad is open.

TABLE A-4: Start menu categories

category	description
Windows Update	Connects to a Microsoft Web site and updates your Windows 2000 files as necessary
Programs	Displays a menu of programs included on the Start menu
Documents	Displays a menu of the most recently opened and recently saved documents
Settings	Displays a menu of tools for selecting settings for your system
Search	Locates programs, files, folders, people, or computers on your computer network, or finds information and people on the Internet
Help	Provides Windows Help information by topic, alphabetical index, or search criteria
Run	Opens a program or file based on a location and filename that you type or select
Shut Down	Provides options to log off, shut down, or restart the computer

FIGURE A-4: Cascading menus

Click to open WordPad

Submenus

Arrow indicates submenu

Start button
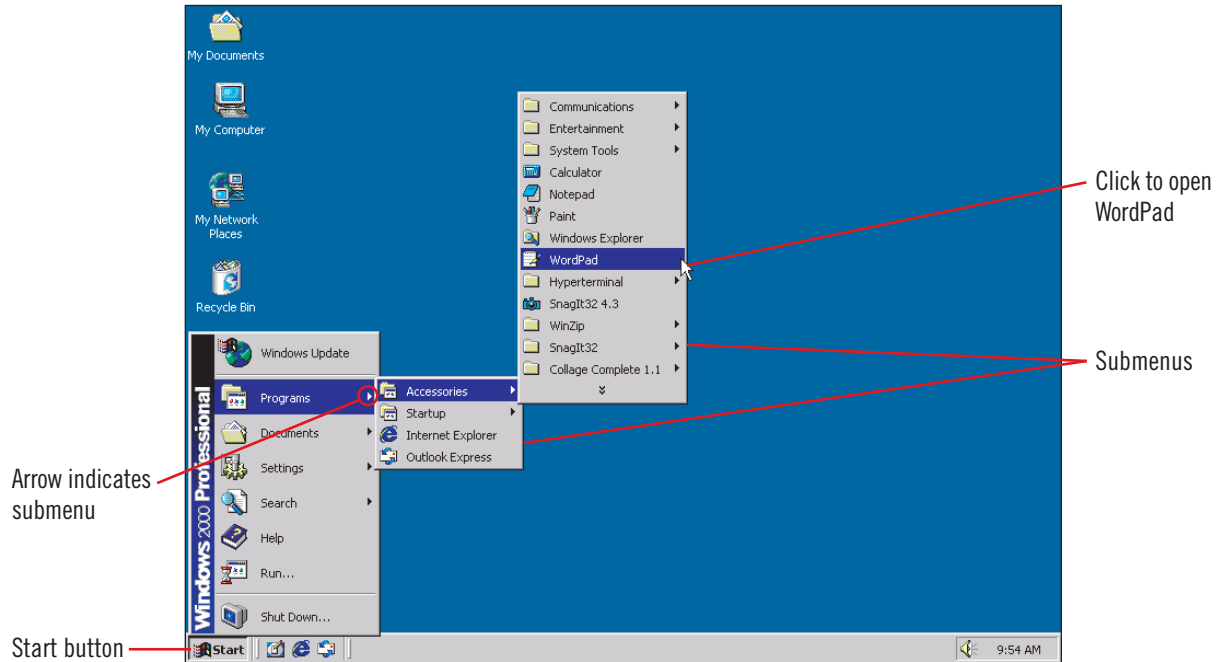
FIGURE A-5: WordPad program window

Document window

Program button indicates open program

CLUES TO USE
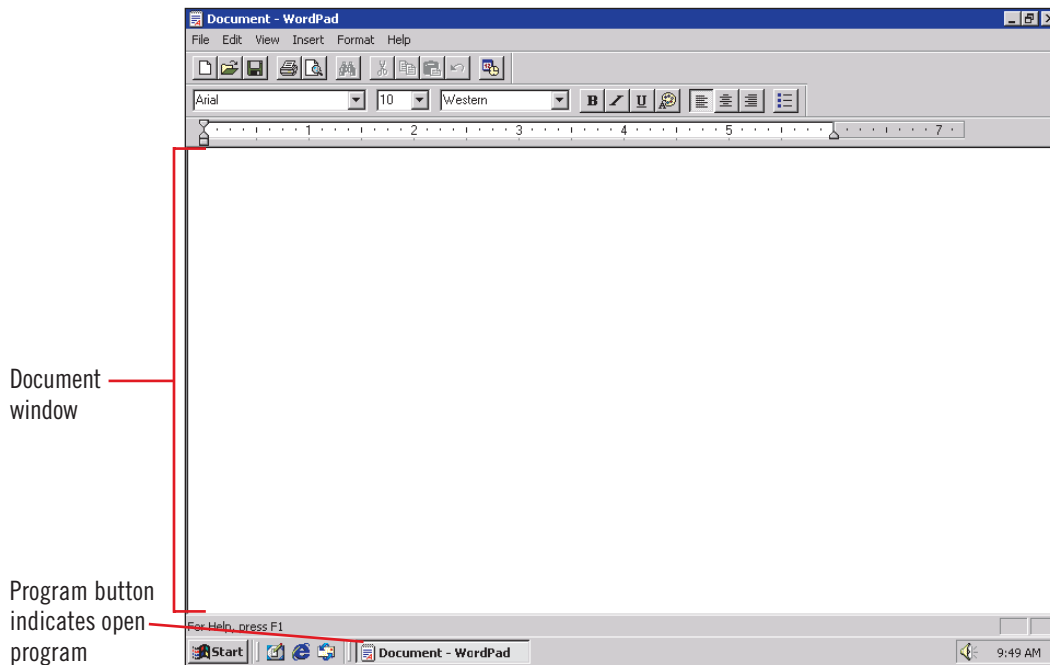
The Startup Folder

You can specify one or more programs to open each time you start Windows 2000 by placing shortcuts in the Startup Folder. This might be useful if you know you will be working in the same programs first thing every day. To place a program in the Startup Folder, click the Start button, point to Settings, then click

Taskbar & Start Menu. Click the Advanced tab of the Taskbar and Start Menu Properties dialog box, click Advanced, and then, in the Start Menu folder, locate the shortcut to the program you want to specify, and drag it to the Startup folder.

Moving and Resizing Windows

One of the powerful features of Windows is the ability to open more than one window or program at once. This means, however, that the desktop can get cluttered with the various programs and files you are using. You can keep your desktop organized by changing the size of a window or moving it. You can do this by clicking the sizing buttons in the upper-right corner of any window and dragging a corner or border of any window that does not completely fill the screen. Practice sizing and moving the WordPad window now.

Steps 1234

1. If the WordPad window does not already fill the screen, click the **Maximize button** in the WordPad window
   When a window is **maximized**, it takes up the whole screen.

2. Click the **Restore button** in the WordPad window
   To **restore** a window is to return it to its previous size, as shown in Figure A-6. The Restore button only appears when a window is maximized.

3. Position the pointer on the right edge of the WordPad window until the pointer changes to ↔, then drag the border to the right
   The width of the window increases. You can size the height or width of a window by dragging any of the four sides individually.

> **QuickTip**
>
> You can resize windows by dragging any corner. You can also drag any border to make the window taller, shorter, wider, or narrower.

4. Position the pointer in the lower-right corner of the WordPad window until the pointer changes to ↘, as shown in Figure A-6, then drag down and to the right
   The height and width of the window increase proportionally when you drag a corner instead of a side. You can also position a restored window wherever you wish on the desktop by dragging its title bar. The **title bar** is the area along the top of the window that displays the file name and program used to create it.

5. Drag the **title bar** on the WordPad window up and to the left, as shown in Figure A-6
   The window is repositioned on the desktop. At times, you might wish to close a program window, yet keep the program running and easily accessible. You can accomplish this by minimizing a window.

> **QuickTip**
>
> If you have more than one window open and you want to quickly access something on the desktop, you can click the Show Desktop button on the Quick Launch toolbar. All open windows are minimized so the desktop is visible.

6. In the WordPad window, click the **Minimize button**
   When you **minimize** a window, it shrinks to a program button on the taskbar, as shown in Figure A-7. WordPad is still running, but it is out of your way.

7. Click the **WordPad program button** on the taskbar to reopen the window
   The WordPad program window reopens.

8. Click the **Maximize button** in the upper-right corner of the WordPad window
   The window fills the screen.

FIGURE A-6: Restored program window

Title bar

Sizing buttons

Drag to resize
height and width
proportionately
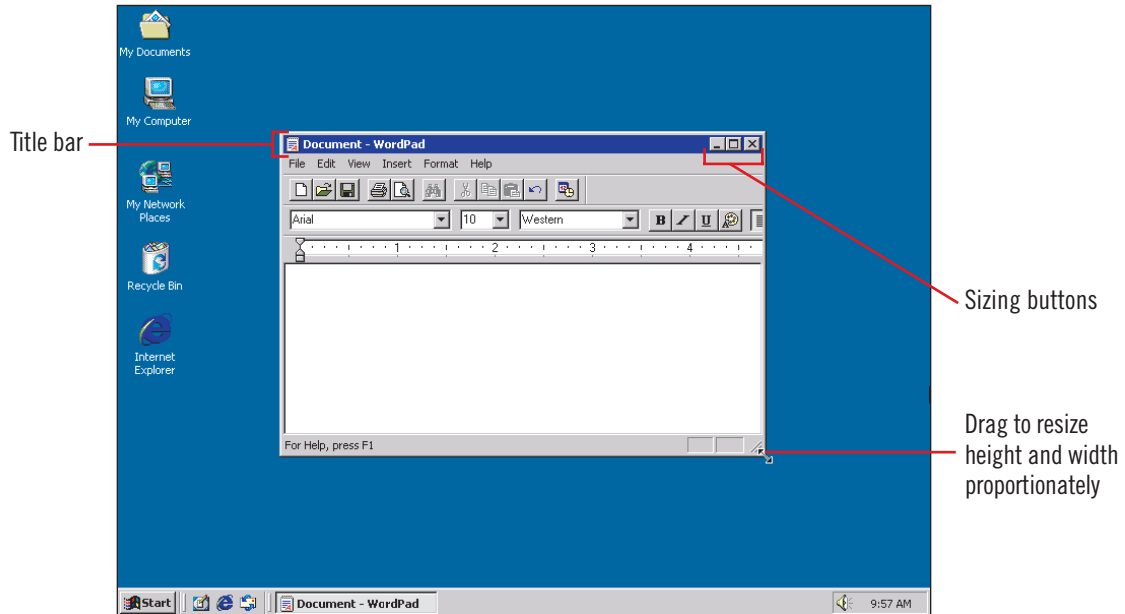
FIGURE A-7: Minimized program window

Indicates program
is running but not
in use
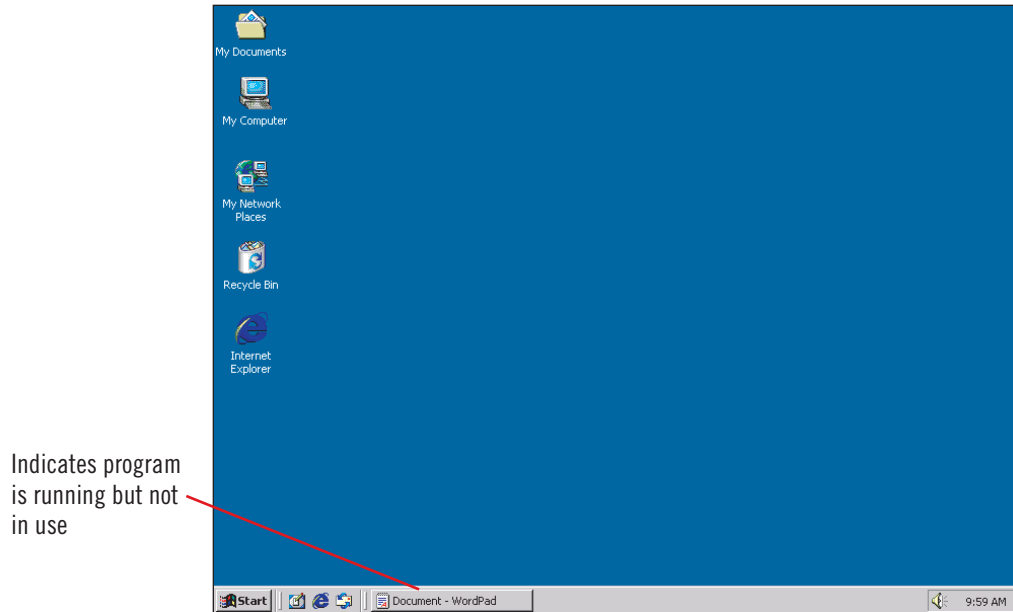
More about sizing windows

CLUES TO USE

Keep in mind that many programs contain two sets of
sizing buttons: one that controls the program window
itself and another that controls the window for the
file with which you are working. The program sizing
buttons are located in the title bar and the file sizing
buttons are located below them. See Figure A-8. When
you minimize a file window within a program, the file
window is reduced to an icon in the lower-left corner
of the program window, but the size of the program
window remains intact.

FIGURE A-8: Program and file sizing buttons

Program window
sizing buttons

File window sizing
buttons
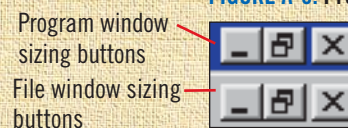
Using Menus, Keyboard Shortcuts, and Toolbars

A **menu** is a list of commands that you use to accomplish certain tasks. You've already used the Start menu to start WordPad. Each Windows program also has its own set of menus, which are located on the **menu bar** under the title bar. The menus organize commands into groups of related operations. See Table A-5 for a description of items on a typical menu. **Toolbar buttons** offer another method for executing menu commands; instead of clicking the menu and then the menu command, you simply click the button for the command. A **toolbar** is a set of buttons usually positioned below the menu bar in a Windows program. In Windows 2000, you can customize a toolbar by adding buttons to or removing buttons from toolbars to suit your preferences. You will open the Control Panel, then use a menu and toolbar button to change how the contents of the window appear, and then add and remove a toolbar button.

Steps

QuickTip

You now have two windows open: WordPad and the Control Panel. The Control Panel is the active window (or active program) because it is the one with which you are currently working. WordPad is inactive because it is open but you are not working with it. Working with more than one window at a time is called multitasking.

1. Click the **Start button** on the taskbar, point to **Settings**, then click **Control Panel**
   The Control Panel window opens over the WordPad window. The **Control Panel** contains icons for various programs that allow you to specify how your computer looks and performs.

2. Click **View** on the menu bar
   The View menu appears, listing the View commands, as shown in Figure A-9. On a menu, a **check mark** identifies a feature that is currently enabled or "on." To disable or turn "off" the feature, you click the command again to remove the check mark. A **bullet mark** can also indicate that an option is enabled. To disable a bulleted option, you must select another option in its place.

3. Click **Small Icons**
   The icons are now smaller than they were before, taking up less room in the window.

4. Press **[Alt][V]** to open the View menu, then press **[T]** to execute the Toolbars command
   The View menu appears again, and then the Toolbars submenu appears, with checkmarks next to the commands that are currently selected. You opened these menus using the keyboard. Notice that a letter in each command on the View menu is underlined. These are **keyboard navigation indicators**, indicating that you can press the underlined letter, known as a **keyboard shortcut**, instead of clicking to execute the command.

5. Press **[C]** to execute the Customize command
   The Customize Toolbar dialog box opens. A dialog box is a window in which you make specifications for how you want a task performed; you'll learn more about working in a dialog box shortly. In the Customize Toolbar dialog box, you can add toolbar buttons to the current toolbar, or remove buttons already on the toolbar. The list on the right shows which buttons are currently on the toolbar, and the list on the left shows which buttons are available to add.

6. Click the **Favorites button** in the Available toolbar buttons section, then click the **Add button**
   As shown in Figure A-10, the Favorites button is added to the Standard toolbar of the Control Panel window.

7. Click **Favorites** in the Current toolbar buttons section, click the **Remove button**, then click **Close** on the Customize Toolbar dialog box
   The Favorites button disappears from the Standard toolbar, and the Customize Toolbar dialog box closes.

8. On the Control Panel toolbar, click the **Views button list arrow**
   Some toolbar buttons have an arrow, which indicates the button contains several choices. Clicking the button shows the choices.

QuickTip

When you rest the pointer over a button without clicking, a Screentip appears, telling you the name of the button.

9. In the list of View choices, click **Details**
   The Details view includes a description of each program in the Control Panel.

Check mark

FIGURE A-9: Opening a menu

Menu bar

Commands in View menu

Bullet

Arrow indicates submenu

Favorites button is added to the toolbar
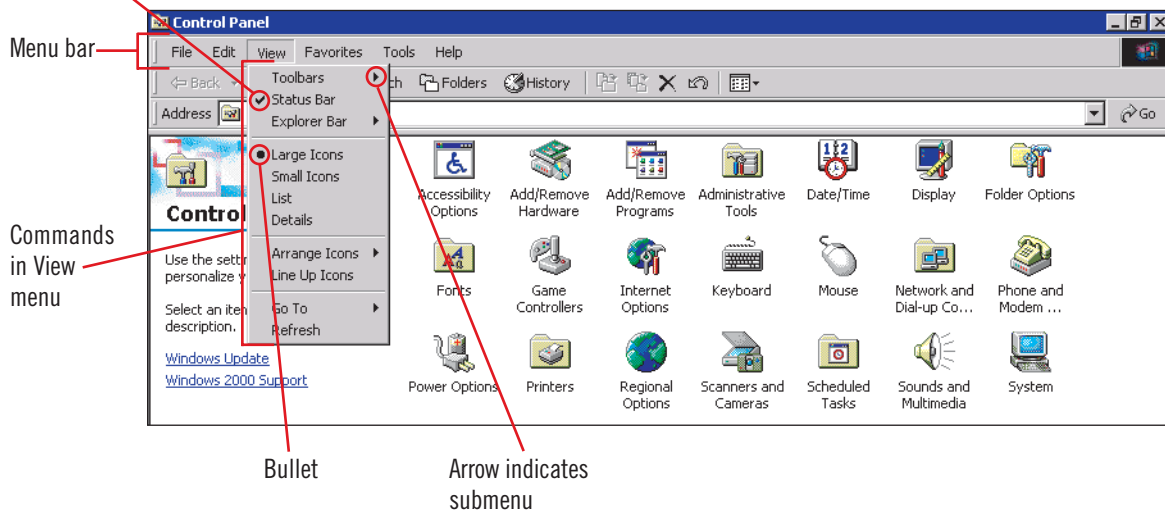
FIGURE A-10: Customize Toolbar dialog box

Click the Add button to move selected toolbar button to the toolbar

Buttons you can add to the toolbar

Buttons currently on the toolbar

Favorites button moved here after you clicked the Add button, indicating it is now available on the toolbar
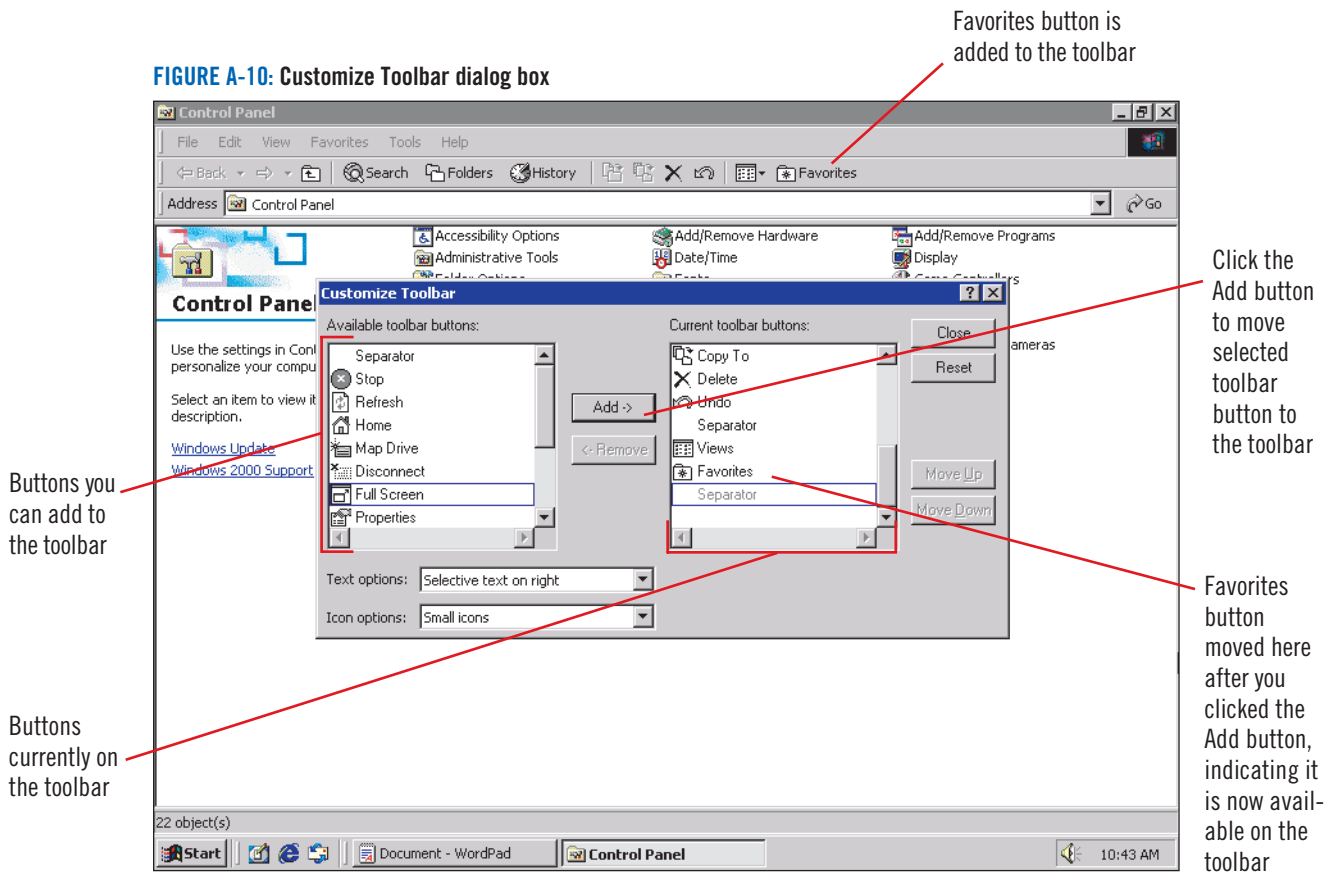
TABLE A-5: Typical items on a menu

item	description	example
Dimmed command	Indicates the menu command is not currently available	Undo Ctrl+Z
Ellipsis	Opens a dialog box that allows you to select different or additional options	Save As...
Triangle	Opens a cascading menu containing an additional list of commands	Zoom ▶
Keyboard shortcut	Executes a command using the keyboard instead of the mouse	Paste Ctrl+V
Underlined letter	Indicates the letter to press for the keyboard shortcut	Print Preview

GETTING STARTED WITH WINDOWS 2000

Using Dialog Boxes

A **dialog box** is a window that opens when you choose a menu command that is followed by an ellipsis (…), or any command that needs more information before the program can carry out the command you selected. Dialog boxes open in other situations as well, such as when you open a program in the Control Panel. See Figure A-11 and Table A-6 for some of the typical elements of a dialog box. ▰▰▰ Practice using a dialog box to control your mouse settings.

Steps 1 2 3 4

1. In the Control Panel window, double-click the **Mouse icon** 🖱

The Mouse Properties dialog box opens, as shown in Figure A-12. **Properties** are characteristics of a specific computer element (in this case, the mouse) that you can customize. The options in this dialog box allow you to control the way the mouse buttons are configured, select the types of pointers that appear, choose the speed of the mouse movement on the screen, and specify what type of mouse you are using. **Tabs** at the top of the dialog box separate these options into related categories.

2. Click the **Motion tab** if necessary to make it the front-most tab

This tab contains three options for controlling the way your mouse moves. Under Speed, you can set how fast the pointer moves on the screen in relation to how you move the mouse. You drag a **slider** to specify how fast the pointer moves. Under Acceleration, you can click an **option button** to adjust how much your pointer accelerates as you move it faster. When choosing among option buttons, you can select only one at a time. Under Snap to default, there is a **check box**, which is a toggle for turning a feature on or off—in this case, for setting whether or not you want your mouse pointer to move to the default button in dialog boxes.

3. Under Speed, drag the **slider** all the way to the left for Slow, then move the mouse pointer across your screen

Notice how slowly the mouse pointer moves. After you select the options you want in a dialog box, you need to select a **command button**, which carries out the options you've selected. The two most common command buttons are OK and Cancel. Clicking OK accepts your changes and closes the dialog box; clicking Cancel leaves the original settings intact and closes the dialog box. The third command button in this dialog box is Apply. Clicking the Apply button accepts the changes you've made and keeps the dialog box open so that you can select additional options. Because you might share this computer with others, it's important to return the dialog box options back to the original settings.

4. Click **Cancel**

The original settings remain intact and the dialog box closes.

FIGURE A-11: Elements of a typical dialog box

Check box

Spin box

Option buttons

Text box

Command buttons
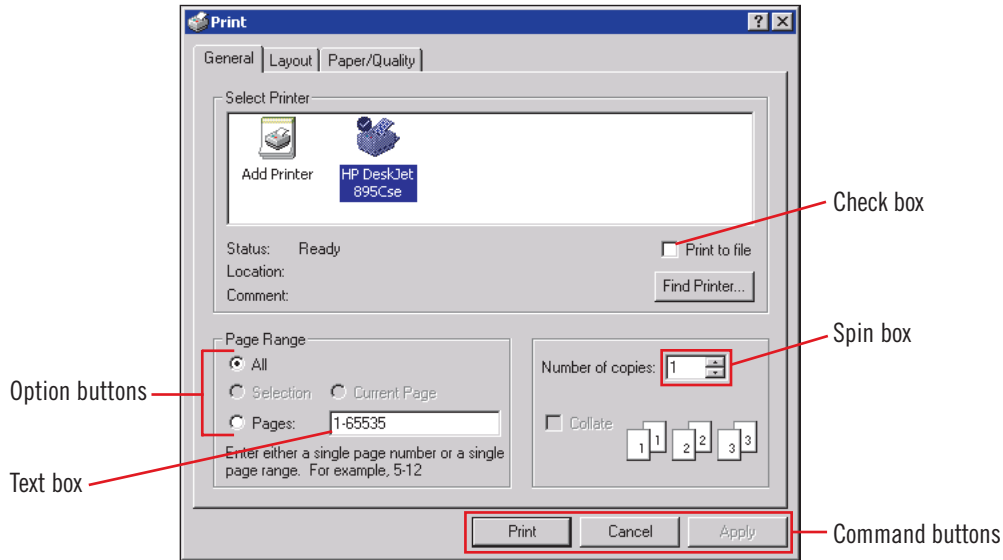
FIGURE A-12: Mouse Properties dialog box

Tabs

Slider
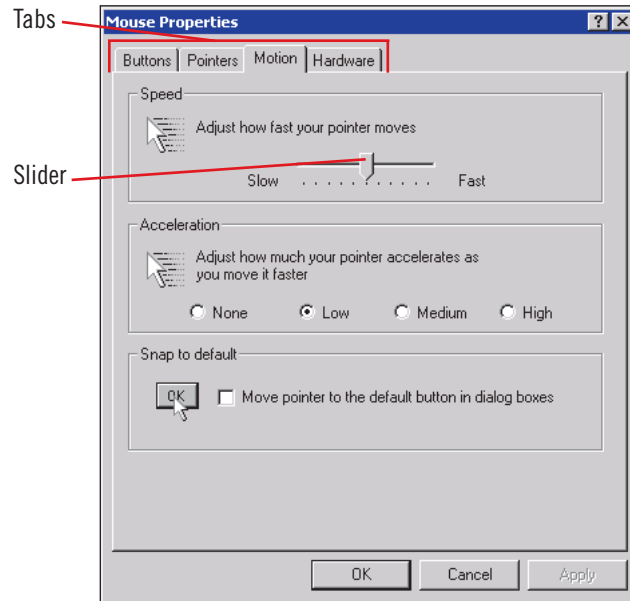
TABLE A-6: Typical items in a dialog box

item	description	item	description
Check box	A box that turns an option on (when the box is checked) and off (when it is unchecked)	**List box**	A box containing a list of items; to choose an item, click the list arrow, then click the desired item
Text box	A box in which you type text	**Spin box**	A box with two arrows and a text box; allows you to scroll in numerical increments or type a number
Option button	A small circle that you click to select a single dialog box option; you cannot check more than one option button in a list	**Slider**	A shape that you drag to set the degree to which an option is in effect
Command button	A rectangular button in a dialog box with the name of the command on it	**Tab**	A place in a dialog box where related commands and options are organized

Using Scroll Bars

When you cannot see all of the items available in a window, scroll bars appear on the right and/or bottom edges of the window. **Scroll bars** allow you to view the additional contents of the window. There are several ways you can scroll in a window. When you need to scroll only a short distance, you can use the scroll arrows. To scroll the window in larger increments, click in the scroll bar above or below the scroll box. Dragging the scroll box moves you quickly to a new part of the window. See Table A-7 for a summary of the different ways to use scroll bars. ✏ With the Control Panel window in Details view, you can use the scroll bars to view all of the items in this window.

Steps 1 2 3 4

1. In the Control Panel window, drag the **lower-right corner** of the dialog box up toward the upper-left corner until the scroll bars appear, as shown in Figure A-13
   Scroll bars appear only when the window is not large enough to include all the information. After you resize the dialog box, they appear along the bottom and right side of the dialog box. You may have to size your window smaller than the one in the figure for your scroll bars to appear.

2. Click the **down scroll arrow**, as shown in Figure A-13
   Clicking this arrow moves the view down one line.

3. Click the **up scroll arrow** in the vertical scroll bar
   Clicking this arrow moves the view up one line.

4. Click anywhere in the area below the scroll box in the vertical scroll bar
   The view moves down one window's height. Similarly, you can click in the scroll bar above the scroll box to move up one window's height.

5. Drag the **scroll box** all the way down to the bottom of the vertical scrollbar
   The view now includes the items that appear at the very bottom of the window.

6. Drag the **scroll box** all the way up to the top of the vertical scroll bar
   This view shows the items that appear at the top of the window.

7. Click the area to the right of the scroll box in the horizontal scroll bar
   The far right edge of the window comes into view. The horizontal scroll bar works the same as the vertical scroll bar.

8. Click the area to the left of the scroll box in the horizontal scroll bar
   You should return the Control Panel to its original settings.

9. Maximize the Control Panel window, click the **Views button list arrow** ▦▾ on the Control Panel toolbar, then click **Large Icons**

Windows 2000

FIGURE A-13: Scroll bars

Up scroll arrow

Scroll box

Down scroll arrow

Horizontal scroll bar
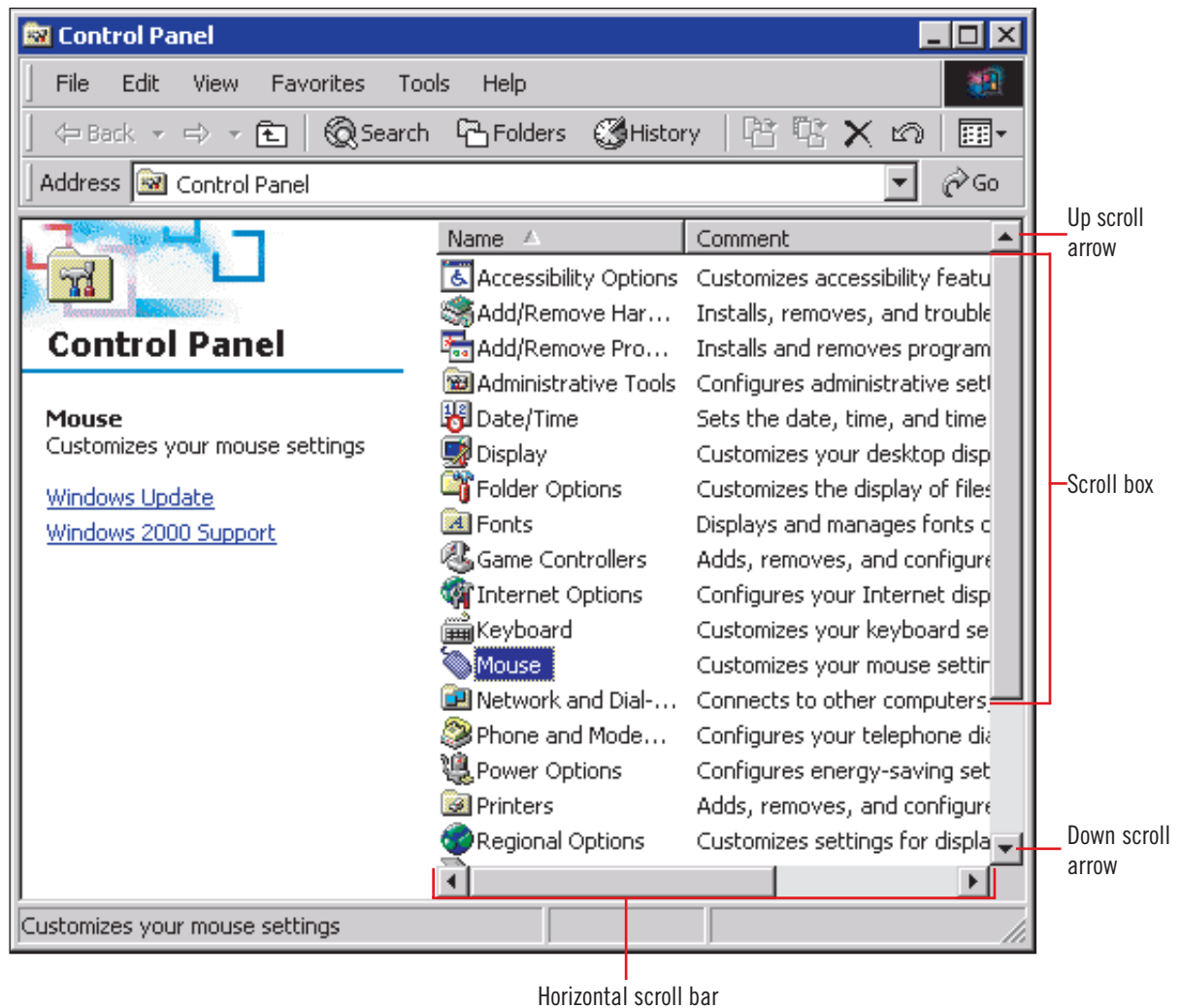
TABLE A-7: Using scroll bars in a window

to	do this
Move down one line	Click the down arrow at the bottom of the vertical scroll bar
Move up one line	Click the up arrow at the top of the vertical scroll bar
Move down one window height	Click in the area below the scroll box in the vertical scroll bar
Move up one window height	Click in the area above the scroll box in the vertical scroll bar
Move up a large distance in the window	Drag the scroll box up in the vertical scroll bar
Move down a large distance in the window	Drag the scroll box down in the vertical scroll bar
Move a short distance side-to-side in a window	Click the left or right arrows in the horizontal scroll bar
Move to the right one window width	Click in the area to the right of the scroll box in the horizontal scroll bar
Move to the left one window width	Click in the area to the left of the scroll box in the horizontal scroll bar
Move left or right a large distance in the window	Drag the scroll box in the horizontal scroll bar

Using Windows Help

When you have a question about how to do something in Windows 2000, you can usually find the answer with a few clicks of your mouse. **Windows Help** works like a book stored on your computer, with a table of contents and an index to make finding information easier. Help provides guidance on many Windows features, including detailed steps for completing procedures, definitions of terms, lists of related topics, and search capabilities. You can browse or search for information in the Help window, or you can connect to a Microsoft Web site on the Internet for the latest technical support on Windows 2000. You can also access **context-sensitive help**, help specifically related to what you are doing, using a variety of methods such as right-clicking an object or using the question mark button in a dialog box. In this lesson, you get Help on starting a program. You also get information on the taskbar.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, then click **Help**

The Windows Help window opens with the Contents tab in front, as shown in Figure A-14. The Contents tab provides you with a list of Help categories. Each category contains two or more topics that you can see by clicking the book or the category next to it.

2. Click the **Contents tab** if it isn't the front-most tab, click **Working with Programs**, then view the Help categories that are displayed

The Help window contains a selection of topics related to working with programs.

3. Click **Start a Program**

Help information for this topic appears in the right pane, as shown in Figure A-15. **Panes** divide a window into two or more sections. At the bottom of the text in the right pane, you can click Related Topics to view a list of topics that may also be of interest to you. Some Help topics also allow you to view additional information about important words; these words are underlined, indicating that you can click them to display a pop-up window with the additional information.

4. Click the underlined word **taskbar**, read the definition, then press **[Enter]** or click anywhere outside the pop-up window to close it

5. In the left pane, click the **Index tab**

The Index tab provides an alphabetical list of all the available Help topics, like an index at the end of a book. You can type a topic in the text box at the top of the pane. As you type, the list of topics automatically scrolls to try to match the word or phrase you type. You can also scroll down to the topic. In either case, the topic appears in the right pane.

6. In the left pane, click the **Search tab**

You can use the Search tab to locate a Help topic using keywords. You enter a word or phrase in the text box and click List Topics; a list of matching topics appears below the text box. To view a topic, double-click it or select the topic, then click Display.

7. In the left pane, click the **Favorites tab**

You can add the To Start a Program topic, or any other displayed topic, to the Favorites tab of the Help window by simply clicking the Favorites tab, then clicking the Add button.

8. Click the **Web Help button** on the toolbar

Information on the Web site for Windows 2000 Help appears in the right pane (a **Web site** is a document or related documents that contain highlighted words, phrases, and graphics that link to other sites on the Internet). To access online support or information, click one of the available options.

9. Click the **Close button** ☒ in the upper-right corner of the Windows Help window

The Help window closes.

FIGURE A-14: Windows Help window

Help toolbar

Help tabs

Click to view alphabetical list of Help topics

Click to search for words and phrases in Help topics
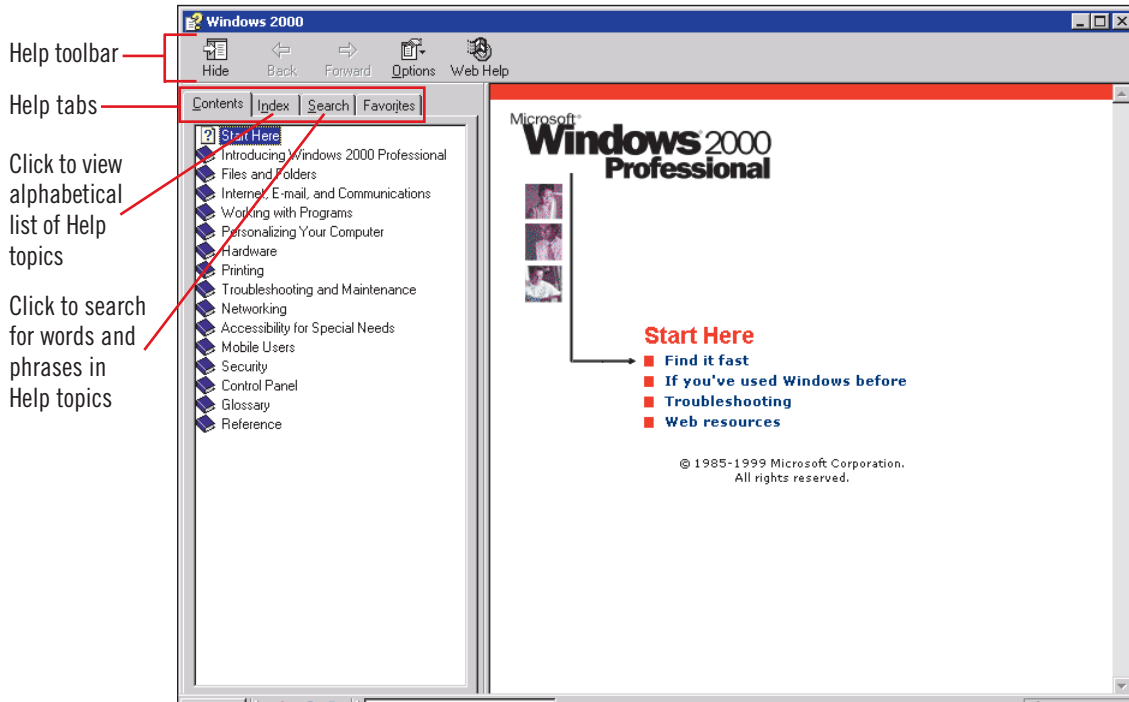
FIGURE A-15: Viewing a Help topic

Help topic

Pointer changes to hand pointer when a topic is selected

Left pane contains Help categories and topics

Right pane contains help on the topic you select
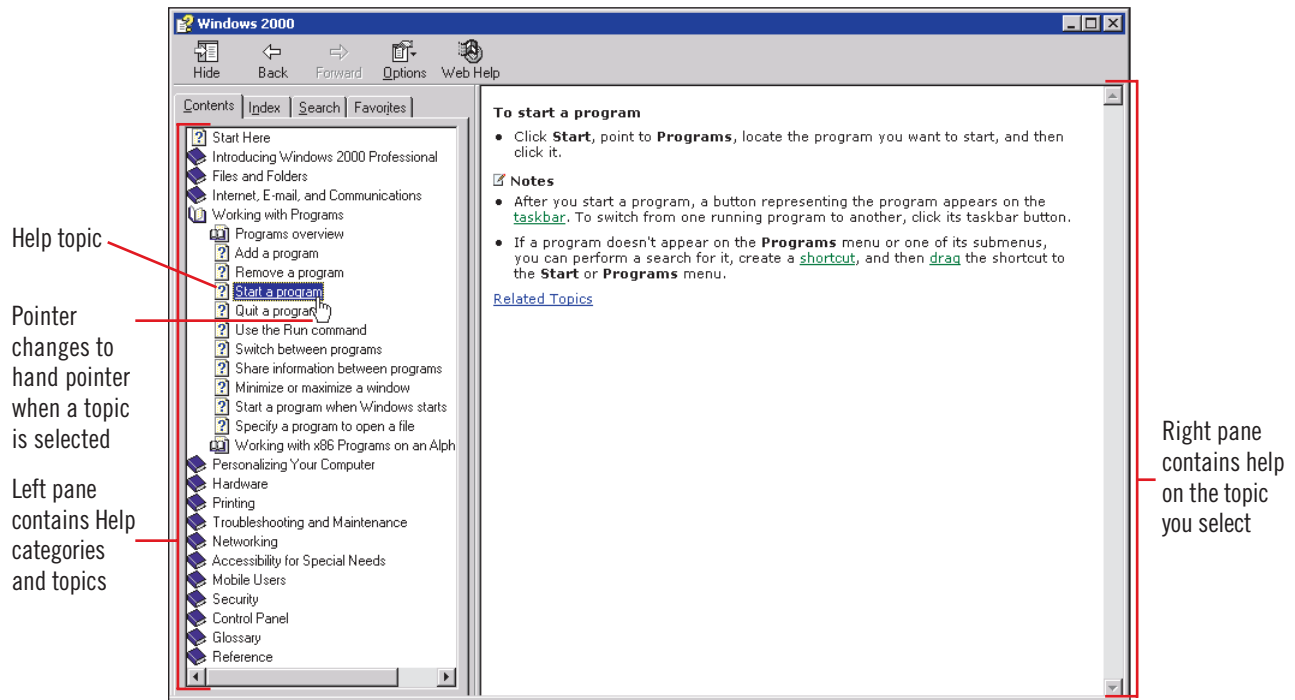
Context-sensitive help

To receive help in a dialog box, click the Help button in the upper-right corner of the dialog box; the mouse pointer changes to ⟍**?** . Click the Help pointer on the item for which you need additional information. A pop-up window provides a brief explanation of the selected feature. You can also right-click the button on an item in a dialog box, then click the What's This? button to view the Help explanation.

Closing a Program and Shutting Down Windows

When you are finished working on your computer, you need to make sure you shut it down properly. This involves several steps: saving and closing all open files, closing all the open programs and windows, shutting down Windows, and finally, turning off the computer. If you turn off the computer while Windows is running, you could lose important data. To **close** programs, you can click the Close button in the window's upper-right corner or click File on the menu bar and choose either Close or Exit. To shut down Windows after all your files and programs are closed, click Shut Down from the Start menu, then select the desired option from the Shut Down dialog box, shown in Figure A-16. See Table A-8 for a description of shut down options. ▶ Close all your open files, windows, and programs, then exit Windows.

Steps 1 2 3 4

1. In the Control Panel window, click the **Close button** ☒ in the upper-right corner of the window

The Control Panel window closes.

2. Click **File** on the WordPad menu bar, then click **Exit**

If you have made any changes to the open file, you will be prompted to save your changes before the program quits. Some programs also give you the option of choosing the Close command on the File menu in order to close the active file but leave the program open, so you can continue to work in it with a different file. Also, if there is a second set of sizing buttons in the window, the Close button on the menu bar will close the active file only, leaving the program open for continued use.

3. If you see a message asking you to save changes to the document, click **No**

WordPad closes and you return to the desktop.

4. Click the **Start Button** on the taskbar, then click **Shut Down**

The Shut Down Windows dialog box opens, as shown in Figure A-16. In this dialog box, you have the option to log off, shut down the computer, or restart the computer.

5. Click the **What do you want the computer to do? list arrow**

6. If you are working in a lab, click the **list arrow** again and click **Cancel** to leave the computer running; if you are working on your own machine or if your instructor told you to shut down Windows, click **Shut down**, then click **OK**

7. If you see the message "It is now safe to turn off your computer," turn off your computer and monitor

On some computers, the power shuts off automatically, so you may not see this message.

FIGURE A-16: Shut Down Windows dialog box

Because Restart is selected, it appears here

Click to log off but leave Windows running

Click to shut down windows

Click to restart the computer and Windows

Click list arrow to display shut down options

CLUES TO USE
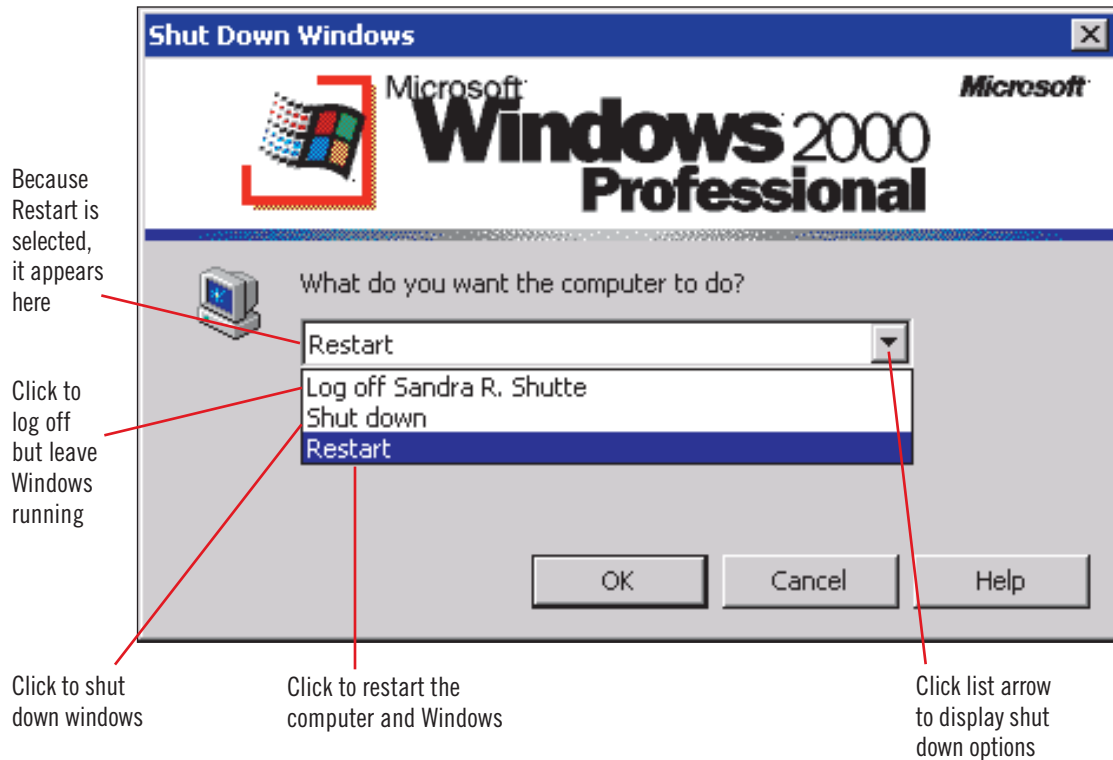
The Log Off command

To change users on the same computer quickly, you can choose the Log Off command from the Shut Down Windows dialog box. When you choose this command, the current user is logged off and Windows 2000 shuts down and automatically restarts, stopping at the point where you need to enter a password. When the new user enters a user name and password, Windows restarts and the desktop appears as usual.

TABLE A-8: Shut down options

shut down option	function	when to use it
Shut down	Prepares the computer to be turned off	When you are finished working with Windows and you want to shut off your computer
Restart	Restarts the computer and reloads Windows	When you want to restart the computer and begin working with Windows again (your programs might have frozen or stopped working)
Log off	Ends your session, then reloads Windows for another user	When you want to end your session but leave the computer running for another user

Practice

► Concepts Review

Identify each of the items labeled in Figure A-17.

FIGURE A-17
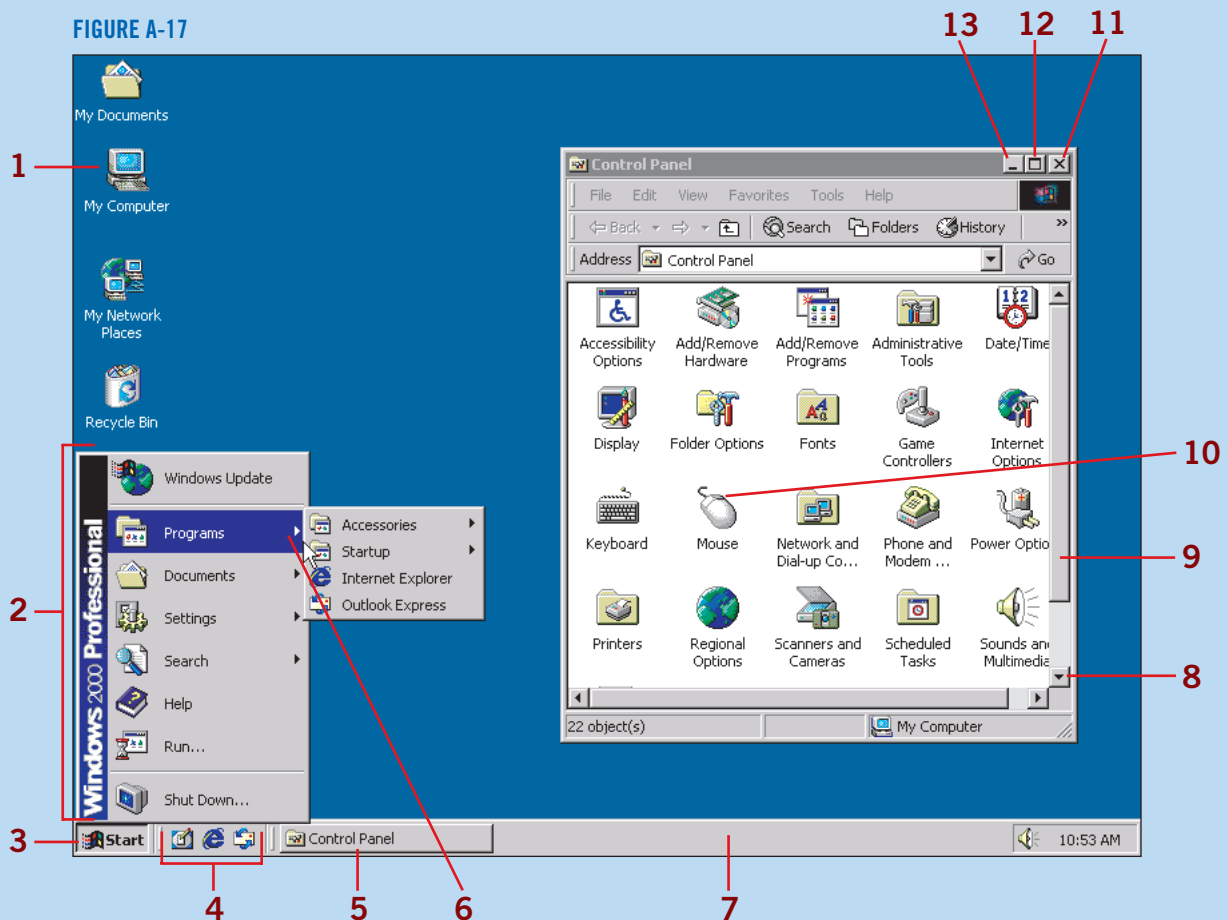
Match each of the statements with the term it describes.

14. Shrinks a window to a button on the taskbar
15. Shows the name of the window or program
16. The taskbar item you first click to start a program
17. Requests more information that you supply before carrying out command
18. Shows the Start button, Quick Launch toolbar, and any currently open programs
19. An input device that lets you point to and make selections
20. Graphic representation of program

a. Taskbar
b. Dialog box
c. Start button
d. Mouse
e. Title bar
f. Minimize button
g. Icon

Select the best answer from the list of choices.

21. The acronym GUI stands for
    a. Grayed user information.
    b. Group user icons.
    c. Graphical user interface.
    d. Group user interconnect.

22. **Which of the following is NOT provided by Windows 2000?**
    a. The ability to organize files
    b. Instructions to coordinate the flow of information among the programs, files, printers, storage devices, and other components of your computer system
    c. Programs that allow you to specify the operation of the mouse
    d. Spell checker for your documents

23. **All of the following are examples of using a mouse, EXCEPT**
    a. clicking the Maximize button.
    b. pressing [Enter].
    c. double-clicking to start a program.
    d. dragging the My Computer icon.

24. **The term for moving an item to a new location on the desktop is**
    a. pointing.
    b. clicking.
    c. dragging.
    d. restoring.

25. **The Maximize button is used to**
    a. return a window to its previous size.
    b. expand a window to fill the computer screen.
    c. scroll slowly through a window.
    d. run programs from the Start menu.

26. **What appears if a window contains more information than can be viewed in the window?**
    a. Program icon
    b. Cascading menu
    c. Scroll bars
    d. Check boxes

27. **A window is active when**
    a. you can only see its program button on the taskbar.
    b. its title bar is dimmed.
    c. it is open and you are currently using it.
    d. it is listed in the Programs submenu.

28. **You can exit Windows by**
    a. double-clicking the Control Panel application.
    b. double-clicking the Program Manager control menu box.
    c. clicking File, then clicking Exit.
    d. selecting the Shut Down command from the Start menu.

▶ Skills Review

1. **Start Windows and view the Active Desktop.**
   a. Turn on the computer, if necessary.
   b. After Windows starts, identify as many items on the desktop as you can, without referring to the lesson material.
   c. Compare your results to Figure A-1.

2. **Use the mouse.**
   a. Double-click the Recycle Bin icon.
   b. Drag the Recycle Bin window to the upper-right corner of the desktop.
   c. Right-click the title bar of the Recycle Bin, then click Close.

3. **Start a program.**
   a. Click the Start button on the taskbar, then point to Programs.
   b. Point to Accessories, then click Calculator (rest your pointer on the double arrows to display more menu commands if necessary).
   c. Minimize the Calculator window.

4. **Move and resize windows.**
   a. Drag the Recycle Bin icon to the bottom of the desktop.
   b. Double-click the My Computer icon to open the My Computer window.
   c. Maximize the window, if it is not already maximized.

    d. Restore the window to its previous size.

    e. Resize the window until you see the vertical scroll bar.

    f. Minimize the My Computer window.

    g. Drag the Recycle Bin back to the top of the desktop.

5. Use menus, keyboard shortcuts, and toolbars.

    a. Click the Start button on the taskbar, point to Settings, then click Control Panel.

    b. Click View on the menu bar, point to Toolbars, then click Standard Buttons to deselect the option and hide the toolbar.

    c. Redisplay the toolbar.

    d. Press [Alt][V] to display the View menu, then press [L] to view the Control Panel as a list.

    e. Note the change, then use keyboard shortcuts to change the view back.

    f. Click the Up One Level button to view My Computer.

    g. Click the Back button to return to the Control Panel.

    h. Click View, click Toolbars, then click Customize.

    i. Add a button to the toolbar, remove it, then close the Customize the Toolbar dialog box.

    j. Click the Restore button on the Control panel window.

6. Use dialog boxes.

    a. Double-click the Display icon, then click the Screen Saver tab.

    b. Click the Screen Saver list arrow, click any screen saver in the list, then view it in the Preview box above the list.

    c. Click the Effects tab.

    d. In the Visual effects section, click the Use large icons check box to select it, then click Apply.

    e. Note the change in the icons on the desktop and in the Control Panel window.

    f. Click the Use large icons check box to deselect it, click the Screen Saver tab, return the screen saver to its original setting, then click Apply.

    g. Click the Close button in the Display Properties dialog box, but leave the Control Panel open.

7. Use scroll bars.

    a. Click View on the Control Panel toolbar, then click Details.

    b. Resize the Control Panel window, if necessary, so that both scroll bars are visible.

    c. Drag the vertical scroll box down all the way.

    d. Click anywhere in the area above the vertical scroll box.

    e. Click the down scroll arrow until the scroll box is back at the bottom of the scroll bar.

    f. Drag the horizontal scroll box so you can read the descriptions for the icons.

8. Get Help.

    a. Click the Start button on the taskbar, then click Help.

    b. Click the Contents tab, then click Introducing Windows 2000 Professional.

    c. Click Tips for New Users, click the Use the Personalized Menus feature, then click Overview of Personalized Menus.

    d. Read the topic contents, then click Related Topics.

9. Close a program and shut down Windows.

    a. Click the Close button to close the Help topic window.

    b. Click File on the menu bar, then click Close to close the Control Panel window.

    c. Click the Calculator program button on the taskbar to restore the window.

    d. Click the Close button in the Calculator window to close the Calculator program.

    e. Click the My Computer program button on the taskbar, then click the Close button to close the window.

    f. If you are instructed to do so, shut down your computer.

▶ Independent Challenges

1. Windows 2000 has an extensive help system. In this independent challenge, you will use Help to learn about more Windows 2000 features and explore the help that's available on the Internet.

    a. Open Windows Help and locate help topics on adjusting the double-click speed of your mouse and displaying Web content on your desktop.

If you have a printer, print a Help topic for each subject. If you do not have a printer, write a summary of each topic.

    b. Follow these steps below to access help on the Internet. If you don't have Internet access, you can't do this step.

        i. Click the Web Help button on the toolbar.

        ii. Click the link Windows 2000 home page. A browser opens and prompts you to connect to the Internet if you are not already connected.

        iii. Write a summary of what you find.

        iv. Click the Close button in the title bar of your browser, then disconnect from the Internet and close Windows Help.

2. You may need to change the format of the clock and date on your computer. For example, if you work with international clients it might be easier to show the time in military (24-hour) time and the date with the day before the month. You can also change the actual time and date on your computer, to accomodate such things as time zone changes.

    a. Open the Control Panel window, then double-click the Regional Options icon.

    b. Click the Time tab to change the time to show a 24-hour clock rather than a 12-hour clock.

    c. Click the Date tab to change the Short date format to show the date, followed by the month, followed by the year (e.g., 30/3/01).

    d. Change the time to one hour later using the Date/Time icon in the Control Panel window.

    e. Return the settings to the original time and format, then close all open windows.

3. Calculator is a Windows program on the Accessories menu that you can use for calculations you need to perform while using the computer. Follow these guidelines to explore the Calculator and the Help that comes with it:

    a. Start the Calculator from the Accessories menu.

    b. Click Help on the menu bar, then click Help Topics. The Calculator Help window opens, showing several help topics.

    c. View the help topic on how to perform simple calculations, then print it if you have a printer connected.

    d. Open the Perform a scientific calculation category, then view the definition of a number system.

    e. Determine how many months you have to work to earn an additional week of vacation if you work for a company that provides one additional day of paid vacation for every 560 hours you work. (*Hint:* Divide 560 by the number of hours you work per month.)

    f. Close all open windows.

4. You can customize many Windows features to suit your needs and preferences. One way you do this is to change the appearance of the taskbar on the desktop. In this challenge, try the guidelines described to explore the different ways you can customize the appearance of the taskbar.

    a. Position the pointer over the top border of the taskbar. When the pointer changes shape, drag up an inch.

    b. Resize the taskbar back to its original size.

    c. Click the Start button on the taskbar, point to Settings, then click Taskbar & Start Menu.

    d. In the upper-right corner of the General tab, click the Help button, then click the first check box to view the pop-up window describing it. Repeat this for each check box.

    e. Click each check box and observe the effect in the preview area. (*Note:* Do not click OK.)

    f. Click Cancel.

▶ Visual Workshop

Use the skills you have learned in this unit to customize your desktop so it looks like the one in Figure A-18. Make sure you include the following:

- Calculator program minimized
- Vertical scroll bar in Control Panel window
- Large icons view in Control Panel window
- Rearranged icons on desktop; your icons may be different (*Hint:* If the icons *snap* back to where they were, they are set to be automatically arranged. Right-click a blank area of the desktop, point to Arrange Icons, then click Auto Arrange to deselect this option.)

Use the Print Screen key to make a copy of the screen, then print it from the Paint program. (To print from the Paint program, click the Start button on the taskbar, point to Programs, point to Accessories, then click Paint; in the Paint program window, click Edit on the menu bar, then click Paste; click Yes to fit the image on the bitmap, click the Print button on the toolbar, then click Print in the Print dialog box. See your instructor or technical support person for assistance.)

When you have completed this exercise, be sure to return your settings and desktop back to their original arrangement.

FIGURE A-18